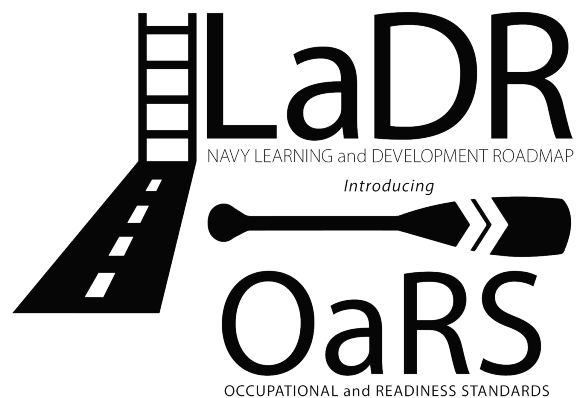




Aviation Boatswain's Mate - Fuels (ABF)

January 2022





United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CAREER ROADMAP

Airman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Aviation Boatswain's Mate - Fuels community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Aviation Boatswain's Mate - Fuels?

Aviation Boatswain's Mate - Fuels roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Airman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

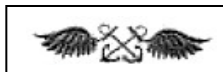
Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Aviation Boatswain's Mate - Fuels roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Aviation Boatswain's Mate (Fuels) "A" School at the NATTC Pensacola, FL, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:

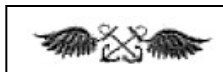


ABF CAREER PATH (AW)



Aviation Boatswain's Mates – (Fuels) (ABF). ABFs play a major role in launching and recovering naval aircraft from land (Naval Air Stations) or ships (CVN/LHA/LHD/LPD); this includes fueling/defueling of aircraft ashore and afloat. Duties include: operating, maintaining and performing organizational maintenance on aviation fueling and lubricating oil systems on CVNs/LHA/LHD/LPDs; maintaining fuel quality surveillance and control in aviation fuel systems; and training, directing and supervising fire fighting teams.

| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO ADVANCE | COMMISSIONING/ OTHER SPECIAL PROGRAMS | SEA/ShORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
|------------------|-------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 27-30 | ABCM | 23.1 Yrs | CSEL, ECM, AB Detailer | 36 | 4 th Shore Tour Billet: LCPO/CSEL/Dept LCPO Duty: Staff/School Qualification: SEA |
| 23-27 | ABCM ABFCS | 23.1 Yrs 19.1 | CSEL | 48 | 4 th Sea Tour Billet: Air Dept LCPO/V-4 Division LCPO Duty: CVN/LHA/LHD/LPD Qualification: SEA, Afloat Training Specialist |
| 20-23 | ABCM ABFCS | 23.1 Yrs 19.1 | CSEL, CWO, ECM, Rating Detailer/Rating Specialist, Naval Air Station | 36 | 3 rd Shore Tour Billet: Instructor/Fuel Farm LCPO/Inspection/Certification Team Leader/Afloat Training Groups Duty: Staff/School/NAS Qualification: Local JQR/PQS/MTS |
| 16-20 | ABFCS ABFC | 19.1 Yrs 14.0 | MECP, STA-21, OCS, LDO, CWO, Recruiter, RDC, Drug and Alcohol Counselor, Brig Duty, NAVLEAD Instructor, AFLOATRAGRU, COMNAVIAIRPAC, COMNAVIAIRLANT, NATTC Pensacola, Rating Detailer/Specialist | 48 | 3 rd Sea Tour Billet: Flight/Quality Surveillance Sup/Flight Deck Repair Sup/Below Decks Sup/Maintenance LCPO/CPO/LPO Duty: CVN/LHA/LHD/LPD/ESB Qualification: Local JQR/PQS/Afloat Training Specialist |
| 13-16 | ABFC ABF1 | 14.0 Yrs 9.2 | | 36 | 2 nd Shore Tour Billet: Fuel Farm LPO/Fuel Farm LCPO/ 'A'/'C' School Instructor Duty: Staff/School/NAS Qualification: Local JQR/PQS/MTS |
| 8-13 | ABFC ABF1 | 14.0 Yrs 9.2 | | 60 | 2 nd Sea Tour Billet: Flight Deck Supervisor/ Quality Surveillance Sup/Flight Deck Repair Sup/ Flight Deck CPO/LPO/Below Deck Sup/Below Deck CPO/LPO Duty: CVN/LHA/LHD/LPD/ESB Qualification: Local JQR/PQS |



ABF CAREER PATH (AW)



| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO PROMOTE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA/ShORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
|------------------|-------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5-8 | ABF2 | 5.1 Yrs | MECP, STA-21, Naval Academy, NROTC, Recruiter, RDC, USS CONSTITUTION, Brig Duty, Instructor, NATTC Pensacola | 36 | 1 st Shore Tour Billet: Aircraft Refueler/Ground Product Operator/Dispatcher/ Maintenance Man/ Aviation Fuels LPO/Aviation Fuels Instructor/Aviation Fuels Maintenance School/Bulk Petroleum School Duty: Staff/School/NAS Qualification: Local JQR/PQS/MTS |
| 1-5 | ABF3 | 3.7 Yrs | | 55 | 1 st Sea Tour Billet: Flight Deck Refueling Crewman/Control Talker/Flight Deck Supervisor/Below Decks Filter Operator/Pump Room Operator/ Console Operator/Pump Room Supv Duty: CVN/LHA/LHD/LPD/ESB Qualification: Local JQR/PQS |
| 1+/- | ABFN ABFAA Accession Training | 9 Months | | | Recruit training and all schools or training events require completion prior to reporting to their first operational command |

Notes:

1. A” School is not required.
2. This is a compression rating – ABE/ABH/ABF ratings compress to AB rating at Master Chief.
3. Common acronyms associated to this career path:

| | |
|-----------|----------------------------------------------|
| ABF | Aviation Boatswains Mate (Fuels) |
| ADTT | AIR Department Training Team (CVN) |
| ATT | Aviation Training Team (LHA/LHD/ESB) |
| ATG | Afloat Training Group |
| BUPERS | Bureau of Naval Personnel |
| CDQAR | Collateral Duty Quality Assurance Rep. |
| CMEO | Command Managed Equal Opportunity |
| CNAF | Commander Naval Air Forces |
| CNAL | Commander, Naval Air Forces Atlantic |
| CNAP | Commander, Naval Air Forces Pacific |
| CNATT | Center for Naval Aviation Technical Training |
| COMFRC | Commander Fleet Readiness Center |
| CORR CTRL | Corrosion Control |
| CPOA | Chief Petty Officer's Association |
| CSEL | Command Senior Enlisted Leader |
| CWO | Chief Warrant Officer |



ABF CAREER PATH (AW)



| | |
|--------|-----------------------------------------|
| DCTT | Damage Control Training Team |
| DET | Detachment |
| EAWS | Enlisted Air Warfare Specialist |
| ECM | Enlisted Community Manager |
| ESB | Expeditionary Sea Base |
| FCPOA | First Class Petty Officer's Association |
| FRC | Fleet Readiness Center |
| FRS | Fleet Readiness Squadron |
| LCPO | Leading Chief Petty Officer |
| LDO | Limited Duty Officer |
| LPO | Leading Petty Officer |
| MECP | Medical Enlisted Commissioning Program |
| MTS | Master Training Specialist |
| NAS | Naval Air Station |
| NATTC | Naval Air Technical Training Center |
| NPC | Navy Personnel Command |
| NROTC | Navy Reserve Officer Training Corps |
| OCS | Officer Candidate School |
| OOD | Officer of the Deck |
| PERS | Personnel |
| PO | Petty Officer |
| QA | Quality Assurance |
| QAR | Quality Assurance Representative |
| QAS | Quality Assurance Supervisor |
| RDC | Recruit Division Commander |
| SEA | Senior Enlisted Academy |
| STA-21 | Seaman To Admiral |

Considerations for advancement from E6 to E7

1. Sea Assignments (all)

- Should have served as W/C or DIV LPO
- Should be qualified JOOD/OOD(I/P)
- Should have earned at least two warfare pins
- DCTT team or other Training Team member. Repair Locker Leader or other Damage Control organization involvement, ADTT
- Asst Command Collateral (ie: ACFL) with documented impact
- FCPOA involvement
- Sailor 360 active involvement

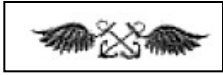
2. Shore Assignments (all)

- Personnel assigned to ABF "A" School or "C" school instructors with 805A NEC are carefully screened and selected to that assignment and are highly valued by the ABF community
- Personnel Assigned to RTC as a Recruit Division Commander are carefully screened and selected for this high priority assignment
- FCPOA involvement; FCPOA elected position is highly favorable
- Sailor 360 active involvement
- Command Collateral with documented impact

Considerations for advancement from E7 to E8

1. Sea Assignments (all)

- Successfully served as the DIV, or DEPT LCPO
- Should be qualified OOD(I/P), Primary or Assistant Section Leader, and other outside the normal scope (ie: ATTWO, OOD(U/W))



ABF CAREER PATH **(AW)**



- Should have earned at least two warfare pins
- Air Department Training Team member. DCTT, Repair Locker Leader or other Damage Control organization involvement is highly favorable
- Command Collateral with documented impact
- CPO mess involvement. Elected position is highly favorable
- Sailor 360 active involvement and Initiation Committee lead

2. Shore Assignments (all)

- Personnel assigned to TYCOM Staff, ATG, ABF “A” School or “C” school instructors with 805A NEC, are carefully screened and selected to that assignment and are highly valued by the ABF community
- Personnel Assigned to RTC as a Recruit Division Commander are carefully screened and selected for this high priority assignment
- Command Collateral with documented impact
- CPOA involvement. Elected position is highly favorable
- Sailor 360 active involvement and Initiation Committee lead

Considerations for advancement from E8 to E9

1. Sea Assignments (all)

- Successfully served as the DIV, or DEPT LCPO
- Should be qualified OOD(I/P) and served as a Senior Section Leader
- Should have earned at least two warfare pins
- Air Department Training Team member. DCTT, Repair locker leader or other Damage Control organization involvement is highly favorable
- Command Collateral with documented impact
- CPO mess involvement and holding a position
- Sailor 360 active involvement and Initiation Committee lead

2. Shore Assignments (all)

- Personnel assigned to TYCOM Staff, ATG, ABF “A” School or “C” School Instructors with 805A NEC, are carefully screened and selected to that assignment and are highly valued by the ABF community
- Personnel Assigned to RTC as a Recruit Division Commander are carefully screened and selected for this high priority assignment
- Command Collateral with documented impact
- CPOA involvement and holding a position
- Sailor 360 active involvement and Initiation Committee lead



ABF CAREER PATH SELECTED RESERVE (SELRES)

| Aviation Boatswain's Mates (ABF) – (Fuels) play a major role in launching and recovering naval aircraft from land (Naval Air Stations) or ships (CVN/LHA/LHD/LPD); this includes fueling/defueling of aircraft ashore and afloat. Duties include: operating, maintaining and performing organizational maintenance on aviation fueling and lubricating oil systems on CVNs/LHA/LHD/LPDs; maintaining fuel quality surveillance and control in aviation fuel systems; and training, directing and supervising firefighting teams. | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------|-----------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------|
| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO PROMOTE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA/ShORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
| 26-30 | ABCM | 24.1 Yrs | CSEL | N/A | Billet: LCPO, CSEL, Dept LCPO. Duty: Squadron, Unit. Qualification: SEA. |
| 23-26 | ABCM ABFCS | 24.1 Yrs 17.9 | CSEL, CWO | N/A | Billet: Fuels Shore LCPO Duty: COMPACFLT LRC. Qualification: SEA. |
| 20-23 | ABFCS | 17.9 Yrs | CSEL, CWO | N/A | Billet: Fuel Farm LCPO Duty: LRC DET. Qualification: SEA, JQR, PQS |
| 16-20 | ABFCS ABFC | 17.9 Yrs 15.2 | MECP, STA-21, OCS, CWO, DAPA, CMEO | N/A | Billet: Fuel Farm LCPO Duty: GLS, NCHB, LRC. Qualification: SEA, JQR, PQS |
| 12-16 | ABFC ABF1 | 15.2 Yrs 12.7 | MECP, STA-21, OCS, LDO, CWO, DAPA | N/A | Billet: Fuel Farm LPO/Fuel Farm LCPO Duty: GLS, NCHB, LRC. Qualification: JQR, PQS. |
| 8-12 | ABFC ABF1 | 15.2 Yrs 12.7 | MECP, STA-21, OCS, LDO | N/A | Billet: Fuel Farm LPO/Fuel Farm LCPO Duty: GLS, NCHB, LRC, NAS. Qualification: JQR, PQS. |
| 5-8 | ABF2 | 7.3 Yrs | MECP, STA-21, Naval Academy, NROTC | N/A | Billet: Fuel Farm LPO/Fuel Farm Supervisor Duty: GLS, LSC Qualification: JQR/PQS. |
| 1-5 | ABF3 | 2.4 Yrs | MECP, STA-21, Naval Academy, NROTC | N/A | Billet: Aircraft Fuel Handler, Fuel Farm Duty: GLS, LSC Qualification: JQR/PQS. |
| 1+/- | ABFAN ABFAA Accession Training | 9 Months | | N/A | Recruit training and all schools or training events require completion prior to reporting to their first operational command. |

NOTES:

1. "A" school is not required.
2. This is a compression rating - ABH/ABF at the Master Chief paygrade.
3. NECs held by ABFs:
 - D14A: Aviation Fuels Maintenance Technician
 - 736B: NAMTS Pump Repair Technician¹
 - 749A: Air Transportation Specialist¹
 - 761A: NAMTS Hydraulics Repair Technician¹
 - 805A: Master Training Specialist¹
 - 817A: Engineering Bulk Fuel Systems (Shore) Technician



ABF CAREER PATH SELECTED RESERVE (SELRES)

830A: Hazardous Material Control Management Technician ¹
833A: Disaster Preparedness Operations and Training Specialists ¹

NEC Notes:

(1) NEC not applicable to SELRES billets – NEC may be previously earned on Active Component and carried over to Reserve Component affiliation.

4. ACRONYMS SPECIFIC TO THE ABF RATE INCLUDES:

| | |
|----------|------------------------------------------------------------------------------|
| CDI | Collateral Duty Inspector |
| CNIC | Commander, Installations Command |
| EAWS | Enlisted Aviation Warfare Specialist |
| EOC | Emergency Operations Center |
| EURAFSWA | Navy Region Europe, Africa, Southwest Asia |
| FES | Fire & Emergency Services |
| GLS | Global Logistics Support |
| HSC | Helicopter Sea Combat Squadron (MH-60S platform) |
| HSM | Helicopter Maritime Strike Squadron (MH-60R platform) |
| HM | Helicopter Mine Countermeasures Squadron (MH-53E platform) |
| LRC | Logistics Readiness Center |
| LSC | Logistics Support Center |
| NAMTS | Navy Afloat Maintenance Training Strategy |
| NAVSUP | Naval Supply Systems Command |
| NCHB | Navy Cargo Handling Battalion |
| NFPA | National Fire Protection Agency |
| OLF | Outlying Landing Field |
| SEL | Senior Enlisted Leader |
| VAQ | Electronic Attack Squadron (EA-18G platform) |
| VAW | Carrier Airborne Early Warning (E-2/C-2 platform) |
| VFA | Strike Fighter Squadron (F/A-18A platform) |
| VFC | Fighter Squadron Composite (F/A-18A platform – providing adversary training) |
| VP | Patrol Squadron (P-3/P-8 platform) |
| VR | Fleet Logistics Support Squadron (C-20/C-37/C-40/C-130 platform) |

5. SELRES in firefighting billets work for Commander Navy Installations Command.

- Currently, there are three Fire and Emergency Service Detachments:
 - Det A - Fort Dix, New Jersey
 - Det B - San Diego, California
 - Det C - Jacksonville, Florida.
- To get qualified, SELRES have three options:
 - DoD fire academy at Goodfellow AFB in Texas (four months)
 - Maryland Fire and Rescue Institute
 - Southside Regional Fire Academy in Portsmouth, Virginia.

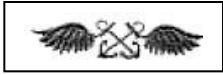
The civilian academy options require 30 days of ADT and 14 days of additional AT to get qualified. Once the school is completed, the member will be awarded the NEC D13A, which gives the same certification as National Fire Protection Agency Standards for airport firefighters in addition to their structural firefighting qualifications.

6. ABFs may be assigned to squadrons or other units in non-traditional billets in the roles of Aircraft Handling and Line Divisions, etc. Although on an alternate path, if the member is achieving the qualifications where they are working, regardless of how traditional, they should not be viewed as negative qualities to board members.

Considerations for advancement from E6 to E7

1. Sea Assignments (all)

- At least one warfare pin (AW primary)



ABF CAREER PATH SELECTED RESERVE (SELRES)

- Assigned as Leading Petty Officer (LPO) of Aircraft Fuels Ashore, Line Division, Detachment Leader, Engine Company Leader
- Command Collateral duties with documented impact.
- First Class Petty Officer Association (FCPOA) with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

2. Shore Assignments (all)

- At least one warfare pin (AW primary)
- Active support to Training UIC assigned
- Assigned as Leading Petty Officer (LPO)
- Command Collateral duties with documented impact.
- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

Considerations for advancement from E7 to E8

1. Sea Assignments (all)

- At least one warfare pin (AW primary)
- Assigned as Leading Chief Petty Officer (LCPO) of Fuels Department or assigned Division Chief, Station Chief, Engine Company Leader, Detachment LCPO
- Command Collateral duties with documented impact.
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

2. Shore Assignments (all)

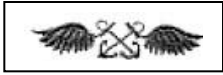
- At least one warfare pin (AW primary)
- Active support to Training UIC assigned
- Assigned as Leading Chief Petty Officer (LCPO)
- Command Collateral duties with documented impact.
- Chief Petty Officer Association (CPOA) with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

Considerations for advancement from E8 to E9

Aviation Boatswain's Mates ratings are compressed at the Master Chief level and Senior Chief Petty Officers will compete amongst qualified candidates in the ABF and ABH ratings for advancement to ABCM.

1. Sea Assignments (all)

- At least one warfare pin (AW primary)
- Senior Enlisted Academy or other service equivalent (required)
- Assigned as Senior Enlisted Leader (SEL) or Leading Chief Petty Officer (LCPO) of assigned Department or Division



ABF CAREER PATH SELECTED RESERVE (SELRES)

- Command Collateral duties with documented impact.
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

2. Shore Assignments (all)

- At least one warfare pin (AW primary)
- Senior Enlisted Academy or other service equivalent (required)
- Should show active support to Training UIC assigned
- Should be assigned as Leading Chief Petty Officer (LCPO) or Senior Enlisted Leader (SEL)
- Command Collateral duties with documented impact.
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.



Aviation Boatswain's Mate - Fuels Occupational and Readiness Standards (OaRS) to E4 NAVEDTRA 44002

NAME: _____

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

FLIGHT/HANGAR DECK EQUIPMENT MAINTENANCE

| Task Objective | ** Supv Init | Date |
|------------------------------------------------------------------|--------------|------|
| Perform aviation fuels flight deck equipment planned maintenance | | |
| Perform flight deck equipment repairs | | |

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

FLIGHT/HANGAR DECK OPERATIONS

| Task Objective | ** Supv Init | Date |
|------------------------------------------------|--------------|------|
| Defuel aircrafts | | |
| Detect fueling stations equipment deficiencies | | |
| Detect fueling stations material deficiencies | | |
| Fuel aircrafts | | |
| Monitor aircraft fueling stations alignments | | |
| Obtain visual sample from fueling stations | | |
| Perform flight deck hot refueling operations | | |
| Perform flight deck station operations | | |
| Perform fuel station operations | | |
| Perform fueling operations | | |

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

JP-5 BELOW DECKS SYSTEM EQUIPMENT MAINTENANCE

| Task Objective | ** Supv Init | Date |
|----------------------------------------------------------|--------------|------|
| Detect below deck material deficiencies | | |
| Detect pump room equipment deficiencies | | |
| Maintain material conditions of the JP5 filter separator | | |

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

JP-5 BELOW DECKS SYSTEM OPERATIONS

| Task Objective | ** Supv Init | Date |
|--------------------------------------------------------|--------------|------|
| Align Underway Replenishment (UNREP) stations | | |
| Monitor catapult lube oil system operations | | |
| Obtain visual sample from sponson connection | | |
| Perform auxiliary system operations | | |
| Perform ballasting and de-ballasting system operations | | |
| Perform below deck system operations | | |
| Perform catapult lube oil system operations | | |
| Perform emergency filter room procedures | | |
| Perform emergency pump room procedures | | |
| Perform filter room operations | | |
| Perform fuel transfer system operations | | |
| Perform JP5 service system operations | | |
| Perform JP5 stripping system operations | | |
| Sound JP5 fuel tanks | | |

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

QUALITY SURVEILLANCE

| Task Objective | ** Supv Init | Date |
|------------------------------------|--------------|------|
| Conduct quality surveillance tests | | |
| Determine fuel characteristics | | |

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

SHOREBASED REFUELING

| Task Objective | ** Supv Init | Date |
|---------------------------------------------|--------------|------|
| Operate mobile refuelers | | |
| Perform fuel farm operator functions | | |
| Perform shore base hot refueling operations | | |

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

DEPARTMENT LCPO:

DEPARTMENT HEAD:

COMMAND CAREER COUNSELOR:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational and Readiness Standards (OaRS) have been completed and endorsed by the Command Career Counselor (CCC), documentation of completed OaRS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OaRS completion as well as Command and Navy stakeholders ability to monitor the execution of OaRS.



Aviation Boatswain's Mate - Fuels Airman Recruit to Airman

NAME:

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---------------------------------------------------|---------------------|------------|---------------|----------------|
| Aviation Boatswain's Mate (F) Course ¹ | NATTC Pensacola, FL | C-821-2010 | 26 Days | |

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|------------------------------------------------------|-----------------|----------------|---------------|----------------|
| Shipboard Aircraft Fire Fighting Course ¹ | Various | J-495-0413 | 1 day | |
| General Shipboard Firefighting SCBA ¹ | Various | A-495-0416 | 1 day | |

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--------------|-----------------|----------------|---------------|----------------|
| None | | | | |

JOB DESCRIPTION

Aviation Boatswain's Mates play a major part in launching and recovering naval aircraft quickly and safely from land or ships. This includes aircraft fueling and fuel systems. Later in their careers AB's can earn advanced AB rating that requires supervision of all these individual specialties.

The duties performed by ABF's include:

- Operating, maintaining, and performing organizational maintenance on aviation fueling and lubricating oil systems on CVN's, LHA's, LHD's, and LPD's;
- Observing and enforcing handling safety precautions and maintaining fuel quality surveillance and control in aviation fuel systems;
- Supervising the operation and servicing of fuel farms and equipment associated with the fueling and defueling of aircraft ashore and afloat;
- Training, directing and supervising fire fighting crews, fire rescue teams, and damage control parties in assigned fuel and lubricating oil spaces.

RECOMMENDED BILLET ASSIGNMENTS

Most of the work in this rating is performed outdoors on the deck of aircraft carriers, in all climatic conditions, in fast-paced and often potentially hazardous environments. AB's work closely with others in aviation ratings.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

| | | | |
|--------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Command Address | <input type="text"/> | QD Phone Number: | <input type="text"/> |
| Mobilization UIC: | <input type="text"/> | | |
| Naval Reserve Activity: | <input type="text"/> | | |
| Division Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Chief Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Leading Petty Officer: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Sponsor/Mentor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Depart/Division Career Counselor: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Date of Initial Entry to Military Service (DIEMS): <input type="text"/> | | Date of Initial Entry Reserve Forces (DIERF): <input type="text"/> | |
| Pay Entry Base Date (PEBD): <input type="text"/> | | | |
| ADSD: <input type="text"/> | Report Date: <input type="text"/> | EAOS/EOS: <input type="text"/> | PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/> |
| PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3) | | | |
| PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4) | | | |
| Date Advanced: <input type="text"/> | Eligible Advancement Date: <input type="text"/> | Number of times up: <input type="text"/> | |
| HYT Date: <input type="text"/> | Security Clearance Level: <input type="text"/> | Date Last updated: <input type="text"/> | |
| Command INDOC complete: <input type="text"/> | | | |

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:

6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21): Medical Enlisted Commissioning Program (MECP):

Naval Academy: Naval Academy Preparatory School (NAPS):

Officer Candidate School:

QUALIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (N/A if not required) |
|----------------------------------------------------------------|-------------|------------------------------------------|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 301 Maintenance Person | | |
| 3M 302 Repair Parts/Supply Petty Officer | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Personnel Qualification Standard | | |

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

| Warfare qualification programs | Report Date | Completion Date (N/A if not required) |
|----------------------------------|-------------|------------------------------------------|
| Aviation Warfare Specialist | | |
| Surface Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (N/A if not required) |
|-----------------------------------------------|-------------|------------------------------------------|
| | | |

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the ABF-Aviation Boatswain's Mate, Fuels rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Target Paygrade | Certifying Agency | Credential Title | Date Completed |
|-----------------|----------------------------------------------|--------------------------------------------------------|----------------|
| E5 | American Petroleum Institute (API) | API 510 Pressure Vessel Inspector | |
| E5 | American Petroleum Institute (API) | API 570 Piping Inspector | |
| E2 | ASTM International | NCATT Foreign Object Elimination (FOE) | |
| E4 | Transportation Security Administration (TSA) | Transportation Worker Identification Credential (TWIC) | |

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the ABF-Aviation Boatswain's Mate, Fuels rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

| Apprenticeship | Date Completed |
|---------------------------------|----------------|
| Computer Operator | |
| Fire Fighter | |
| Industrial Maintenance Mechanic | |
| Pumper-Gauger | |

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the ABF-Aviation Boatswain's Mate, Fuels Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

| Occupation (Civilian Employer) |
|--------------------------------------------------------------------|
| Airfield Operations Specialists |
| Control and Valve Installers and Repairers, Except Mechanical Door |
| Firefighters |
| First-Line Supervisors of Firefighting and Prevention Workers |
| Gas Plant Operators |
| Hazardous Materials Removal Workers |
| Industrial Machinery Mechanics |
| Maintenance and Repair Workers, General |
| Maintenance Workers, Machinery |
| Petroleum Pump System Operators, Refinery Operators, and Gaugers |
| Pump Operators, Except Wellhead Pumpers |
| Stationary Engineers and Boiler Operators |

| Occupation (Federal Employer) |
|----------------------------------------------|
| 0081 - Fire Protection and Prevention Series |
| 1825 - Aviation Safety Series |
| 2185 - Aircrew Technician Series |
| 4255 - Fuel Distribution System Mechanic |
| 4737 - General Equipment Mechanic |
| 4741 - General Equipment Operating |
| 5413 - Fuel Distribution System Operating |
| 5803 - Heavy Mobile Equipment Mechanic |
| 5806 - Mobile Equipment Servicing |
| 5823 - Automotive Mechanic |

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

| <u>15 Months</u> | <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>Orders Received</u> |
|---------------------------------------------------|-------------------------|-----------------|-------------------|------------------------|
| Career Waypoint | Career Waypoint | Career Waypoint | Accept Orders | Screening |
| Exception Family Member | Exception Family Member | Medical/Dental | Reverse Sponsor | Obligate |
| MNA | MNA | MNA | Relocation (FFSC) | Bonus |
| Mil to Mil | Eval | SRB | SRB | |
| Family Care Plan | | | | |
| Continuous Overseas Tours (COT) | | | | |
| Overseas Tour Extension Incentive Program (OTEIP) | | | | |

SELRES TRANSFER:

| <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>3 Months</u> | <u>Orders Received</u> |
|-------------------------|---------------------------|------------------------------|---------------------|------------------------|
| MNA | MNA | MNA | MNA | Sign Eval |
| (verify account access) | (extend in current field) | (apply for billets) | (apply for billets) | |
| Family Care Plan | | Start Eval | | |
| Mil to Mil | | Reverse Sponsor | | |
| | | Incentives/EOS opportunities | | |

For additional assistance in transfer and relocation, go to the Military OneSource website:
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

| <u>18 -12 months</u> | <u>6 months</u> | <u>90 days</u> | <u>30 days</u> |
|---------------------------------------------|----------------------------|----------------------|-----------------|
| TAP* | MED/DEN | Copy of Records | Copy of Records |
| Complete DD 2648 | Relocation | Official Record CD | PSD |
| Transition Planning | Relocation Services (FFSC) | Arrange Ceremony | MED/DEN |
| Annual Statement of Service History (ASOSH) | Reserve Affiliation | Request Leave / PTDY | DD 214* |
| Reserve Only | VA/DVA | | |

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

List date (if) any PRT/BCA failure(s) over the last 5 years /

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS BA/BS Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

Date Degree Obtained: AA/AS BA/BS Master Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------|---------------|----------------|
| Foundational Leader Development Course ⁵ | Water front/ Flightline/ Various ⁴ | NELD-03 | 2.5 days | |
| Navy Military Training (Life Skills) (Pre-A School Delivery only) ⁶ | Command Delivered | A-500-1000 | 2 days | |
| Professional Military Knowledge Eligibility Exam (PMK-EE) for E4 | Navy e-Learning | NETCPDC-PMK-EE-E4-1.0 | | |
| Ethics Training | Command Delivered | | | |
| Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹ | | | | |
| Sexual Assault Prevention and Response Awareness (SAPR) ³ | Command Delivered | CPPD-GMT-SAPRA-1.0 | | |
| Cyber Awareness Challenge | MNP | DOD-IAA-V16.0 | | |
| Counterintelligence Awareness and Reporting | Command Delivered/ MNP | DOD-CIAR-1.0 | | |
| Records Management | Command Delivered/MNP | DOR-RM-010-1.2 | | |
| Privacy Act | Command Delivered | | | |
| Suicide Prevention ³ | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| Antiterrorism Level I ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None | | | | |

E1/E2/E3 RECOMMENDED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------|---------------|----------------|
| Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002) | | NAVEDTRA 14325 | | |
| Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material | Navy e-Learning | NETCPDC-PMK-EE-SM-1.0 | | |
| Military Requirements for Petty Officer Third and Second Class | Navy e-Learning | NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0 | | |
| Introductory Enlisted Professional Military Education (IEPME) | Navy e-Learning | Military DON/ PME | 18 hrs | |
| Block 1 Introductory EPME - Introduction | Navy e-Learning | NWC-IEPME-INTRO-B1 | - | |
| Block 2 Introductory EPME - History and Traditions | Navy e-Learning | NWC-IEPME-INTRO-B2 | 3 hrs | |
| Block 3 Introductory EPME - Enlisted Professionalism | Navy e-Learning | NWC-IEPME-INTRO-B3 | 3 hrs | |
| Block 4 Introductory EPME - Policy and the Navy | Navy e-Learning | NWC-IEPME-INTRO-B4 | 3 hrs | |
| Block 5 Introductory EPME - Planning for Operations | Navy e-Learning | NWC-IEPME-INTRO-B5 | 3 hrs | |
| Block 6 Introductory EPME - Regional and Cultural Awareness | Navy e-Learning | NWC-IEPME-INTRO-B6 | 3 hrs | |
| Block 7 Introductory EPME - Technology in the Maritime Domain | Navy e-Learning | NWC-IEPME-INTRO-B7 | 3 hrs | |
| Block 8 Introductory EPME - Conclusion | Navy e-Learning | NWC-IEPME-INTRO-B82 | - | |
| Cultural Awareness | Navy e-Learning | Foreign Language and Culture | 45 hrs | |
| Navy Reserve Fundamentals for Active Duty Course | Navy e-Learning | NAVRESFOR-NRF-3.0 | 10 hrs | |
| Nutrition | Navy e-Learning | NMHCI2107V2.1 | 1 hour | |
| Personal Financial Management | Navy e-Learning | CPD-PFM-1.0 | 8 hrs | |
| PREVENT | Command Delivered | S-501-0150 | 24 hrs | |
| Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) ¹ | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Combating Trafficking of Persons General Awareness | Command Delivered/ MNP | DOD-CTIP-3.0 | | |
| Domestic Violence Prevention and Reporting | Command Delivered | CPPD-GMT-DV-1.1 | | |
| Electromagnetic Maneuver Warfare | Command Delivered/ MNP | NAVIFOR-FEWC-EMW-01.01 | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Equal Opportunity, Harassment, and Resolution Options | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Operational Risk Management (ORM) | Command Delivered | CPPD-GMT-ORMTC-1.0 | | |
| Operations Security | Command Delivered/ MNP | NOST-USOPSEC-3.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM-1.0 | | |
| Sexual Health and Responsibility | Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |
| Traumatic Brain Injury | Command Delivered | | | |
| Privacy Act | Command Delivered | DON-PRIV-2.0 | | |
| Antiterrorism Level ² | Command Delivered/ MNP | CENSECFOR-AT-010-1.0 | | |
| Tactical Combat Casualty Care All Service Member/Tier 1 | Command Delivered | B-300-2010 | | |
| Financial Management ³ | Command Delivered | | | |

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E1/E2/E3 RECOMMENDED RESERVE PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|-------------------------------------------------------------------------|-------------------|----------------------|---------------|----------------|
| Navy Reserve Fundamentals Course (E1-E9) | Navy e-Learning | NAVRESFOR-NRF-3.0 | | |
| Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9) | NRPDC New Orleans | R-510-5514 | 5 days | |
| Reserve Medical Administration (E1-E7) | NRPDC New Orleans | R-500-0007 | 5 days | |
| Reserve Pay and Personnel Management (E1-E9) | NRPDC New Orleans | R-500-0020 | 5 days | |
| Non-Prior Service Accession Program | Navy e-Learning | CNRFC-NPSAP-2 /DoN 0 | 23 hrs | |
| Guidance for Mobilization | Navy e-Learning | CNRFC-GMB-1.1 /DoN | 4 hrs | |
| Military Sealift Command 101 | Navy e-Learning | CNRFC-MS101 /DoN 1.1 | 24 hrs | |

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None | | | | |

MILGEARS

[MilGears \(https://milgears.osd.mil/\)](https://milgears.osd.mil/) has been developed to serve Sailors while they serve, as they transition, and beyond. Whether you're committed to completing a single enlistment term or plan to retire from the military, everyone gets out eventually. MilGears exists to help you plan in advance for that time by highlighting future possibilities and helping you visualize how to reach those goals. Tools on MilGears analyze your unique history - your military duties and training, civilian education and credentialing, and apprenticeships - to provide customized results.

Key features include:

- No PII is stored on the MilGears servers – it does not save or collect any of your information.
- The ability for you to save an encrypted file to save your progress and return to the tool at any time.
- Auto-filling of tools based on uploaded service history document (ETJ, JST, or VMET).
- An easy-to-read PDF summary of your military history that you can keep as a reference.

Of the several tools found on MilGears, the two most common that Sailors would use are the **Engage My Career Tool** and the **Quick Explorer Tool**.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the [MilGears](#) home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up – a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps – recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the [MilGears](#) home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials – explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals – explore pathways based on career goals through job family, industry and more.
- Military Occupation – explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests – answer a series of questions designed to discover your personal interests and connect them to career pathways.

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

READINESS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information. | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------|
| Foundational | Advanced | Capstone |
| Ghost Fleet – <i>Singer</i> | Matterhorn - <i>Marlantes</i> | Leaders Eat Last - <i>Sinek</i> |
| Guide to Maritime Strategy – <i>Holmes</i> | Red Star Over the Pacific - <i>Holmes & Yoshihara</i> | Mindset: Psych of Success - <i>Dweck</i> |
| Neptune's Inferno - <i>Hornfischer</i> | Seapower: Guide for 21st Century - <i>Till</i> | The Infinite Game - <i>Sinek</i> |
| Six Frigates – <i>Toll</i> | The Leader's Bookshelf - <i>Stavridis</i> | What is it Like to go to War - <i>Marlantes</i> |

CAPABILITIES

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information. | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| Foundational | Advanced | Capstone |
| AI Basics - <i>Taulli</i> | Fifth Domain: Cyber - <i>Clarke</i> | Deep Thinking: AI - <i>Kasparov</i> |
| Army of None - <i>Scharre</i> | Human Compatible - <i>Russell</i> | Four Global Forces - <i>Dobbs</i> |
| Burn-In - <i>Singer</i> | New Rules of War - <i>McFate</i> | Genius Weapons - <i>DeMonte</i> |
| The Future of War - <i>Freedman</i> | The Perfect Weapon - <i>Sanger</i> | Inevitable - <i>Kelly</i> |
| The Next 100 Years - <i>Friedman</i> | | |

CAPACITY

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information. | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------|
| Foundational | Advanced | Capstone |
| Fearless-SEAL Team Six - <i>Blehm</i> | American Naval Thinking - <i>Haynes</i> | End of Grand Strategy - <i>Dombrowski</i> |
| One Nation Under Drones - <i>Jackson</i> | Fleet Tactics - <i>Hughes</i> | Our Robots Our Selves - <i>Mindell</i> |
| The Fleet at Flood Tide - <i>Hornfischer</i> | Just and Un-Just Wars - <i>Walzer</i> | Second Most Powerful Man - <i>O'Brien</i> |
| Tin Can Sailors - <i>Hornfischer</i> | Seapower - <i>Stavridis</i> | The Future of Violence - <i>Wittes</i> |

SAILORS

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information. | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------|
| Foundational | Advanced | Capstone |
| Dichotomy of Leadership - <i>Willink</i> | A Tactical Ethic - <i>Couch</i> | Fortune Favors Boldness - <i>Costello</i> |
| Ego is the Enemy - <i>Holiday</i> | Character Gap - <i>Miller</i> | No Pity - <i>Shapiro</i> |
| How to be an Anti-Racist - <i>Kendi</i> | Fed Up - <i>Hartley</i> | Road to Character - <i>Brooks</i> |
| Tiny Habits - <i>Fogg</i> | Military Ethics - <i>Lucas</i> | The Honest Truth about Dishonesty - <i>Aire</i> |
| We Can't Talk About That at Work - <i>Winters</i> | Sexual Minorities and Politics - <i>Pierceson</i> | The New Jim Crow - <i>Alexander</i> |
| | Start with Why - <i>Sinek</i> | |

MCPON's Suggested Reading

| Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information. | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------------|
| Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading. | | |
| A Call to Conscience - <i>Carson, Shepard, Young</i> | Happiness Advantage - <i>Achor</i> | Starship Troopers - <i>Heinlein</i> |
| Blink: Power of Thinking - <i>Gladwell</i> | Jonathan L. Seagull - <i>Bach</i> | Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i> |
| Brave New World - <i>Huxley</i> | Only Women in the Room - <i>Benedict</i> | The Captain Class - <i>Walker</i> |
| Cannonball! - <i>Yates</i> | Overcome - <i>Redman</i> | The Good Shepherd - <i>Forester</i> |
| Class 11 - <i>Waters</i> | Perform Under Pressure - <i>Evans</i> | The Old Man's Trail - <i>Campbell</i> |
| Descent Into Darkness - <i>Raymer</i> | Run Silent, Run Deep - <i>Beach</i> | Tragedy at Honda Point - <i>Lockwood</i> |
| Duty: A Memoir - <i>Gates</i> | Shoot the Women First - <i>MacDonald</i> | We Die Alone - <i>Howarth</i> |

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

| Title | Completed |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Aviation Boatswain's Mate (F) <i>NAVEDTRA 14322</i> | |
| Basic Military Requirements Manual (BMR) <i>NAVEDTRA 14325</i> | |
| Military Requirements for Petty Officers Third and Second Class <i>NAVEDTRA 14504</i> | |
| Naval Military Personnel Manual <i>NAVPERS 15560D</i> | |
| U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i> | |
| Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</i> | |
| Standard Organization and Regulations of the U.S. Navy (SORM) <i>OPNAVINST 3120.32 Series</i> | |
| Ships' Maintenance and Material Management (3M) Manual <i>NAVSEAINST 4790.8 Series</i> | |
| Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19F</i> | |
| Physical Readiness Program <i>OPNAVINST 6110.1J</i> | |
| Aircraft Refueling Handbook <i>MIL-HDBL-844 (AS)</i> | |
| CV NATOPS Manual <i>NAVAIR 00-80T-105</i> | |
| Aircraft Refueling NATOPS Manual <i>NAVAIR 00-80T-109</i> | |
| Shipboard AV/Fuels System <i>NAVSEA S9542-AA-MMO-010</i> | |
| Purifier Technical Manual <i>NAVSEA S9542-AB-MMO-010</i> | |
| Chapter 542 Gas and JP-5 Fuels System <i>NAVSEA S906-SP-STM-001</i> | |
| Contaminated Fuel Detector Technical Manual <i>NAVSEA 0315-014-5001</i> | |
| Chapter 541 Petroleum Fuel Use and Testing <i>NAVSEA S9086-SN-STM-001</i> | |
| Pressure Regulator Technical Manual <i>NAVSEA 0348-079-7000</i> | |
| Centrifugal (200 GPM) Purifier <i>NAVSEA S9542-AB-MMO-010</i> | |
| CV/CVN Aircraft Fuel/Defuel (CLA-VAL) Stations <i>NAVSEA S9542-AL-MMM-010</i> | |
| Catapult Cylinder Lube Oil Pump <i>NAVSEA 0947-LP-158-6010</i> | |
| Ship Fuel and Fuel Systems <i>NAVSEA S9086-SN-STM-010</i> | |
| Gasoline and JP-5 Fuel Systems <i>NSTM S9086-SP-STM-010</i> | |
| Antiterrorism/Force Protection <i>NTTP 3-07.2.1</i> | |
| Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i> | |



ALL PAYGRADES VOLUNTARY EDUCATION



Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>

How do I get started?

You already have. All your training up to this point is part of your Aviation Boatswain's Mate - Fuels Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR ABF

Recommended Associates' degrees for the Airman

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| |
|--|

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR ABF

Recommended Bachelors/Masters degrees for the Airman

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|--|
| |
|--|

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

SAMPLE DEGREE PLAN

| | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------|
|  | Florida Community College NCPDLP ROADMAP |  |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------|

A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

Other Degree Requirements: *Remediation / SLS / Pre-reqs if Needed*
 Residency: 25% coursework must be completed at FCCJ (in-class or DL).

| ~ School Degree Information ~ | | | | | | | | |
|-----------------------------------------------------------|----------------|----------------|-----|---------|---------|-----------|----|----------------|
| COURSE NUMBER/TITLE | CREDITS NEEDED | SERVICE SCHOOL | MOS | CLEP | DSST | EXCELSIOR | DL | SOC CRS. Cat.# |
| ~GENERAL EDUCATION | | | | | | | | |
| ENC 1101 - English Composition I | 3 | | - | ENC1101 | - | ENC1101 | Y | EN024A |
| Social Science | 3 | | - | Y | Y | Y | Y | TBD |
| Mathematics | 3 | | - | Y | Y | - | Y | TBD |
| Humanities | 3 | | - | Y | Y | - | Y | TBD |
| Natural Science | 3 | | - | Y | Y | Y | Y | TBD |
| ~PROFESSIONAL COURSES | | | | | | | | |
| MAN 2021 - Principles of Management | 3 | E7-E9 | | MAN2021 | | | Y | MG101A |
| BCN2732: OSHA Safety | 3 | | | | | | N | ET069A |
| GEB 1011 - Introduction to Business | 3 | | | | GEB1011 | | Y | BU001A |
| OST1581: Professional Development in the Work Environment | 3 | | | | | | Y | |
| MAN2125: Supervision & Performance Improvement | 3 | | | | | | Y | |
| ENC2210: Technical Report Writing | 3 | | | | | | Y | EN032A |
| CGS 1100 - Microcomputer Applications | 3 | E6-E9 | | | | | Y | OF033A |
| ~PROFESSIONAL ELECTIVES - minimum 24 hours | | | | | | | | |
| | E3 | E4 | E5 | E6 | E7 | E8 | E9 | |
| ACE Recommended from MOS / Rate: | | | | | | | | |
| Military Credits | 7 | 13 | 13 | 17 | 16 | 16 | 16 | |
| Credit from Service School: | | | | | | | | |
| Recruit Training | 2 | 2 | 2 | 2 | 2 | 2 | 2 | |
| A-School (if attended) | | | | | | | | |
| C-Schools (if attended) | | | | | | | | |
| Total Elective Hours | 9 | 15 | 15 | 19 | 18 | 18 | 18 | |
| Total Credits Awarded * | 9 | 15 | 15 | 22 | 24 | 24 | 24 | |
| TOTAL CREDITS NEEDED (60 s.h.) | 51 | 45 | 45 | 38 | 36 | 36 | 36 | |

* **Disclaimer:** Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, military@fccj.edu.

Florida Community College
Military Education Institute
601 West State Street
Jacksonville, FL 32202
800-700-2795
Email: military@fccj.edu

FAX: 904-632-5073

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2